

Town of Lunenburg

Personnel Committee:
Cheryl Valera, Chairman
Scott Chase, Vice-Chairman
Lin Vickery, Secretary
Deb Christen, Member
Nancy Forest, Member



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Minutes July 9, 2015

Meeting Posted: Yes
Location: Lunenburg Library, Massachusetts Ave., Lunenburg, MA
Present: Cheryl Valera, Lin Vickery, Nancy Forest and Jamie Toale
Absent: Scott Chase and Deb Christen

1. Cheryl Valera, Committee Chair, called meeting to order at 6:35 p.m. Reviewed minutes of April 2nd & May 14th meetings. There was no June meeting. Lin will send to Town Clerk for publication.
2. No old business
3. No public comment
4. Agenda Items:
 - a. Continuation of discussion regarding Salary Administration Plan
 - Town has web-based performance system, NEO.gov. It has performance review demo.
 - Cheryl reviewed her suggested changes to the Salary Administration Plan. Suggested changes include:
 - Cheryl reviewed her vacation cost analysis. Only 2 people are affected positively. One is the COA who is retiring.
 - References to vacation time change from days to hours.
 - Full-time defined as minimum of 36 hours. Anyone with less than 40 hours will have time-off pro-rated. Vacation time has to be paid out at time of termination regardless of termination reason.
 - Section I proposed change: "If Personnel Committee doesn't have enough members to conduct business, the Town Manager shall have the authority to Administer the Salary Administration Plan."
 - Section 7 proposed change: Should state when the Salary Administration Plan gets reviewed and how often.
 - Discussed moving step increases to July 1st for employees who are on anniversary cycle.
 - b. Review paid time off analysis that Cheryl prepared
 - c. Wasn't able to review annual step increase that Scott was preparing because Scott wasn't able to make this meeting. Cheryl will request Scott to present analysis next meeting.
 - d. Personnel Action Forms: COA acting Director approved, Firefighter EMTs approved.
5. August agenda items are:
 - a. Review cost analysis of doing an annual step increase for town employees prepared by Scott
 - b. Personnel Action Forms
6. Adjournment: Nancy moved to adjourn the meeting; Lin seconded the motion, and the committee voted 3-0 to adjourn at 8:15 pm.

Minutes respectfully submitted on July 23, 2015, by Lin Vickery